Minor LRFP Amendment Guidance Documents

Guidance Document

How to Amend School District's Approved Long Range Facilities Plan to Include a Small Non-Educational Project.

Overview:

Every Project submitted to DOE for approval must be consistent with the School District's Approved LRFP. If the project submitted to DOE is Not Consistent with the District's Approved LRFP, the LRFP will require an amendment to include this project.

Depending on the scope of the project and the impact on the District's Approved LRFP the amendment to the LRFP will vary.

a. **If the District is changing the grade alignment, educational programmatic models, educational spaces and/or any changes that will affect the functional capacity or the number of unhoused students, then it will be considered a major revision to the LRFP and will require the amendment of the District LRFP in its entirety. The DOE will review the revised LRFP and issue an amendment letter prior to reviewing the projects.**

b. **If the District is changing or adding a non-educational projects or components that will have no effect on the educational programmatic models or the number of unhoused students, then it will be considered a minor revision to the District's LRFP. The District is required to revise sections Three and Four only of the LRFP to include the new project without creating a new LRFP Option. The attached document can only be used as a guidance document for Minor LRFP Amendments.**

Attached Documents:

For Minor LRFP Amendments, Districts are required to include the project in the LRFP and submit a LRFP Amendment Request (Form DOE-140) as part of the Electronic Project Application indicating the impacted sections.

Since Minor LRFP Amendments have no impact on the Functional Capacity or the number of Unhoused Students, District will be required only to include the project in the LRFP. To include a new non-educational project in an existing LRFP, the District will create a new option that will only include this new non-educational project and generate a LRFP Project ID number to be used in the Electronic Project Application as evidence that the project is consistent with the District's LRFP.

This newly created option will not supersede the district's LRFP but will be considered a supplemental option. Before the submission of the next round of LRFPs in year 2005 a new function will be added to the current software that will allow users to group several supplemental options into the District's LRFP option, thus making amendment to the LRFP easier.

If you have any questions, please contact Mr. Hany Salib by telephone @ (6069) 934-5681 or by email @ Hany.Salib@doe.state.nj.us
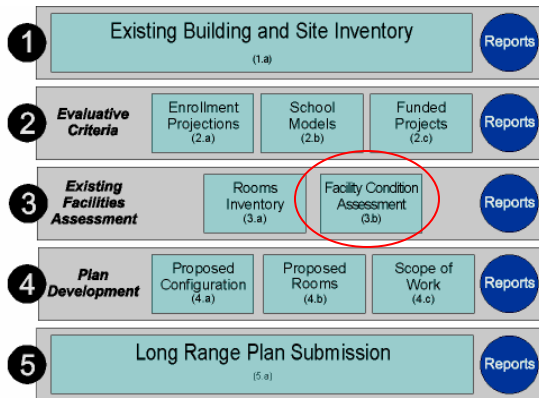
- Go to Section 3 (b) Facility Assessment Condition.

- Go to System (33) Communication & Security Systems.
- Go to Add New System.

- Go to Sections and under System Name Select Security.
- Fill in the Quantity (Building SF)
- Year installed, if new system enter the year the system will be installed.
- Years remaining equal to the entire lifetime provided (In this example = 20 Years).

- Save System Record.

- The created system will appear under systems.
- Go to Add New Deficiency.

- Apply a Deficiency Name.
- Select Deficiency Category
- Select Priority

- Select Correction
- Apply Quantity

- Save Deficiency Record.

- The created system will appear under System Name.
- The Created Deficiency will appear under Deficiency Name.

- Go to Section (4 a) Proposed Configuration.

- Go to Options
- Select Add a New Option
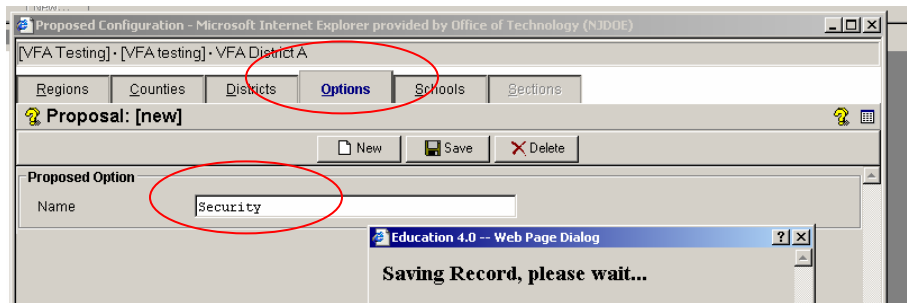
- Create a new Option.
- Apply a name to the new Option.
- Save New Option.
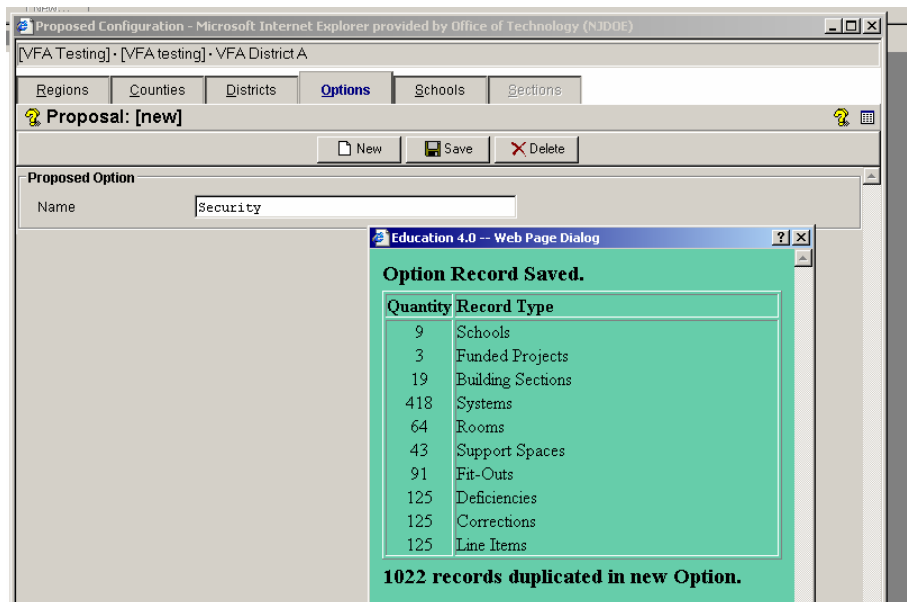
- Confirmation of creation of a new Option.

- Go to section (4 C) Scope of Work.

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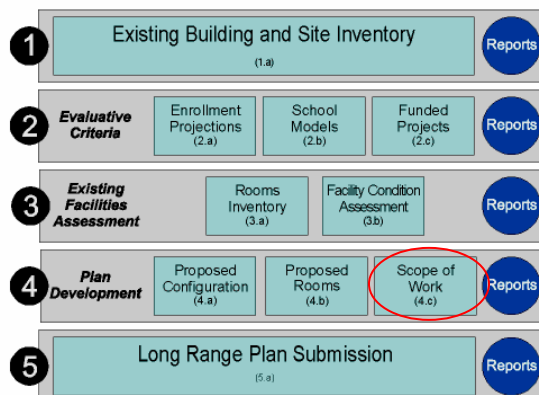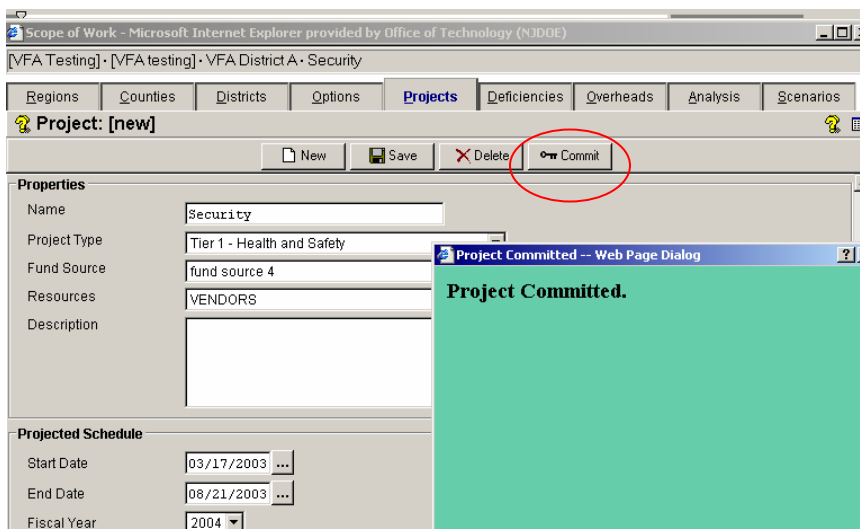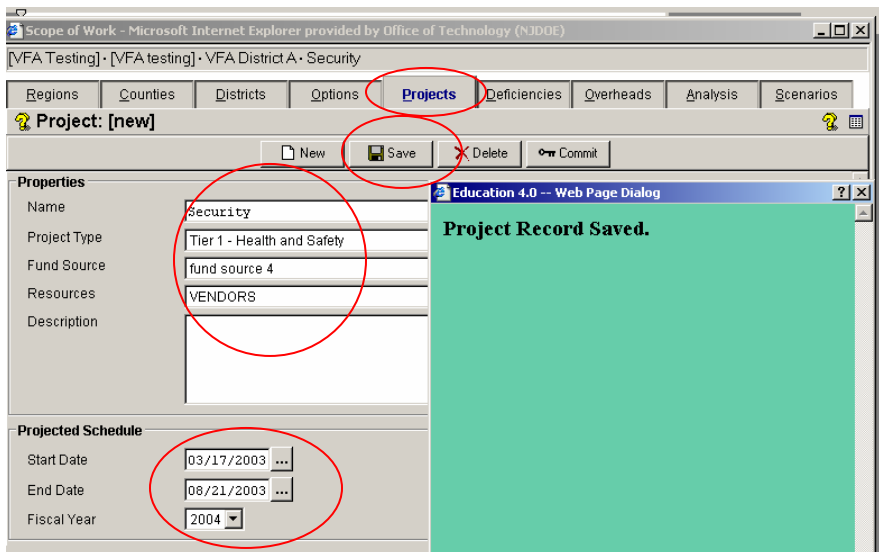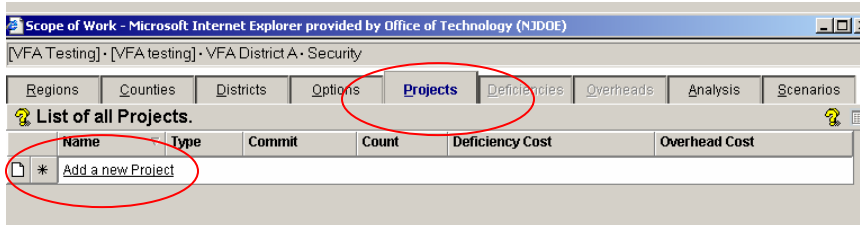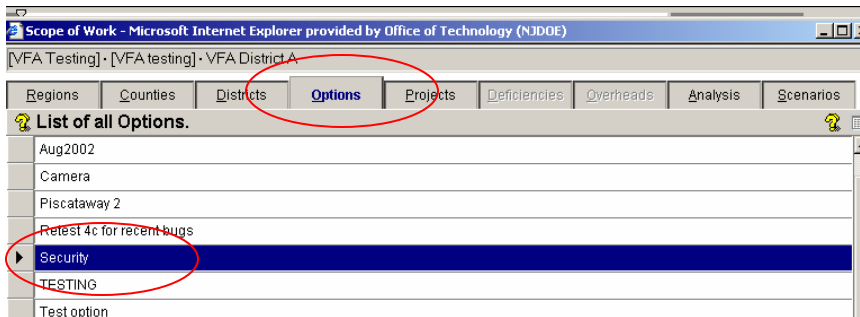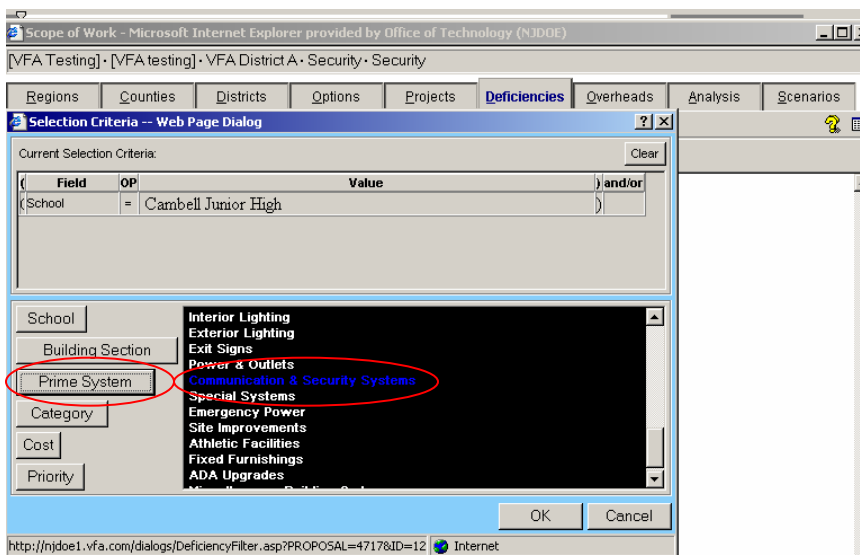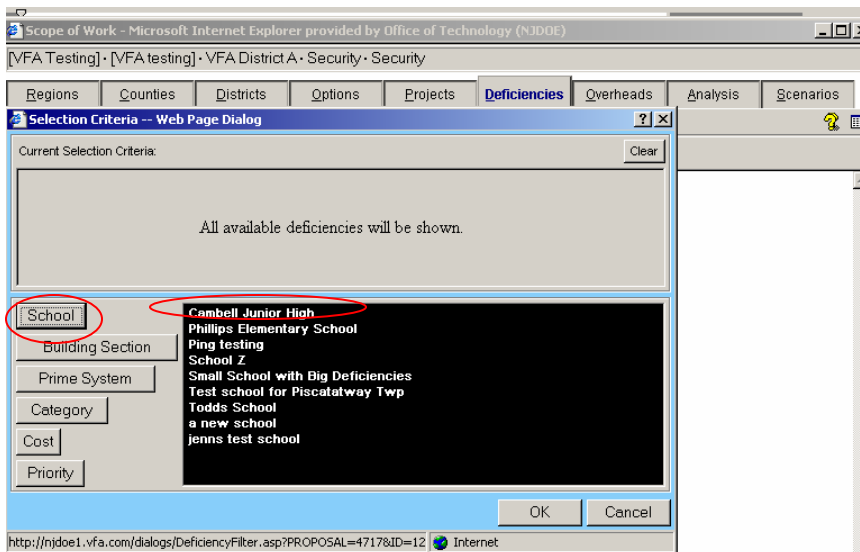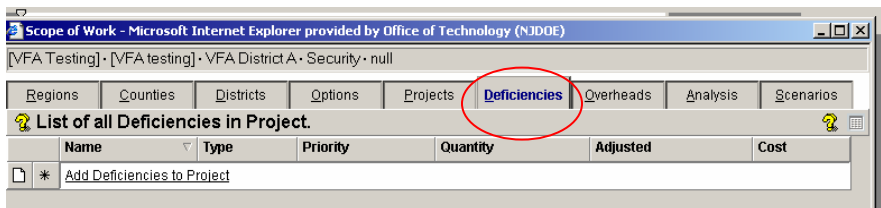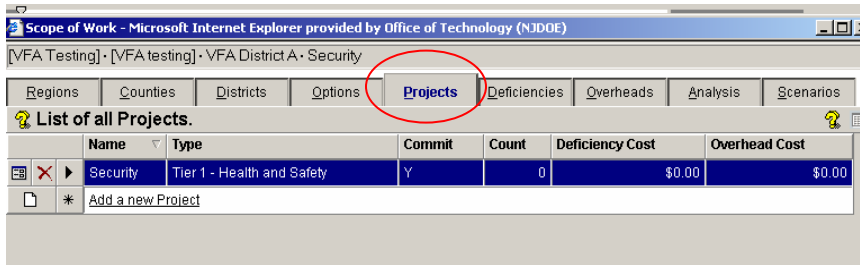
| Regions | Counties | Districts | **Options** | Projects | Deficiencies | Overheads | Analysis | Scenarios |

List of all Options.

- Aug2002
- Camera
- Piscataway 2
- Retest 4c for recent bugs
- Security
- TESTING
- Test option

- Go to Options.
- Select the recently created Option
- Save New Option.

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| Regions | Counties | Districts | Options | **Projects** | Deficiencies | Overheads | Analysis | Scenarios |

List of all Projects.

Name	Type	Commit	Count	Deficiency Cost	Overhead Cost
Add a new Project					

- Go to Projects.
- Select Add a New Project.

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| Regions | Counties | Districts | Options | **Projects** | Deficiencies | Overheads | Analysis | Scenarios |

Project: [new]

New   Save   Delete   Commit

Properties

- Name: Security
- Project Type: Tier 1 - Health and Safety
- Fund Source: fund source 4
- Resources: VENDORS
- Description:

Projected Schedule

- Start Date: 03/17/2003
- End Date: 08/21/2003
- Fiscal Year: 2004

Education 4.0 -- Web Page Dialog

Project Record Saved.

- Apply a name to the New Project.
- Select Project Type
- Select Local Funding Source (If unknown at this time, select "fund source 4")
- Select Resources
- Select Start Date
- Select End Date
- Select Fiscal Year
- Save New Project

[VFA Testing] · [VFA testing] · VFA District A · Security

| Regions | Counties | Districts | Options | **Projects** | Deficiencies | Overheads | Analysis | Scenarios |

Project: [new]

New   Save   Delete   Commit

Properties

- Name: Security
- Project Type: Tier 1 - Health and Safety
- Fund Source: fund source 4
- Resources: VENDORS
- Description:

Projected Schedule

- Start Date: 03/17/2003
- End Date: 08/21/2003
- Fiscal Year: 2004

Project Committed -- Web Page Dialog

Project Committed.

- Commit the Project

- Go to Projects.
- The recently created Project will appear under List of all Projects.

- Go to Deficiencies
- Select Add Deficiencies to Project

- Go to School
- Select a school from list provided

- Go to Prime System
- Select the system related to the deficiency created (In this example Prime System #33 Communication & Security Systems)

- Deficiencies created for this Project will appear below.
- Check which deficiencies belong to this project

- Select Add

- Selected Deficiencies will appear under List of all Deficiencies in Project

- Go to Overhead
- Select Add Overhead to Project

- Select Overhead Type
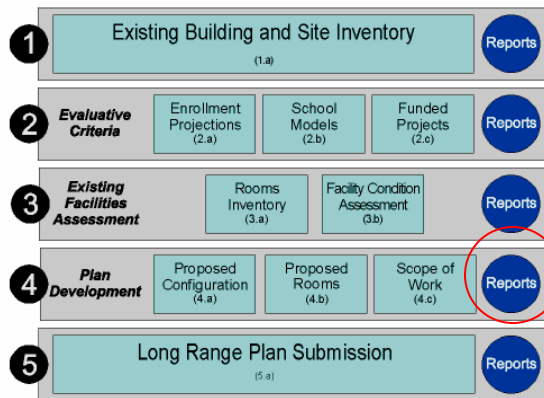- Select Description
- Save Overhead Record.

- Go to Scenarios
- The created project should appear as a committed project

- Go to Section 4 Reports

- Go to Options
- Select the recently created Option

- Go to Reports
- Select Project Detail Report

- By clicking on the Project Detail Report will request generating the report

- Go back to Reports after 15 to 30 minutes after the report has been generated will show a date and time.

- Click on the report and print.
- The Report will include the LRFP Project ID number that you will need to include in the Project Application